

PERMIT PROCEDURES

BART is regularly requested to issue permits. Permits are issued to a variety of entities, including: public agencies, municipalities, private developers, and/or contractors. As an example, a permit may be requested if a power company needed to replace existing wires over the BART trackway. Another example would be a private developer needing to extend utilities from one side of the trackway to the other. Anything that is done on BART property that could effect the property or the operation/safety of BART must be documented through the processing of a permit.

Generally, the granting of a property right is not authorized by a permit. If a property right is required (an easement), an action by the BART Board of Directors is required. Under all circumstances, the Fee Schedule, approved by the Board, requires for the reimbursement of all BART staff time.

The Process

- Call is received requesting a permit to be issued;
- Details and location of the project are determined;
- Required type of permit is determined;
- Real Estate Engineer sends an Application for Permit/Plan Review, sample permit, fee schedule, and general guidelines for construction;
- Applicant completes and sends application along with three (3) sets of plans, or, if applicable, an 8 1/2" x 11" drawing, showing the location and scope of work to be done, back to the Real Estate Engineer (see Note 1);
- Permit is prepared;
- Permit is routed for sign-off (usually includes, but is not limited to: Design and Construction; Engineering / Structural; Operations/Power and Way);
- Once permit is signed-off, it is given to the Manager of Real Estate Services for approval;
- When all of the above steps are complete, two copies of the approved permit is then sent to the owner / applicant / permittee with a letter requesting said individual to sign and return one copy of the permit to BART for the permit file;
- Close-out of the permit includes: approval of work done; final billing; and payment and submission of three sets of as-builts.

NOTE 1: Plan review may be conducted independently of the permit process. For work adjacent to the BART right of way, or if no inspection by BART is required, a permit may not be required.

NOTE 2: If work is to be done in the trackway, the permit will require the permittee to call the BART Construction Liaison at (510) 464-6445, giving the requested time frame. The BART Construction Liaison attends the Track Allocation Committee meetings every Wednesday at 10:00 A.M. and attempts to place the item on the Track Allocation Schedule for the upcoming week. Weeks generally begin at 12:01 A.M. the next Saturday.